

NEW ZEALAND PRINCIPALS' FEDERATION

ANNUAL MEETING 2009

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MISSION STATEMENT

Providing a collective and professional voice for New Zealand's school principals as they lead learning in the 21st century.

VISION

The most respected and influential advocate for principals.

NEW ZEALAND PRINCIPALS' FEDERATION

NATIONAL EXECUTIVE 2009

President	Ernie Buutveld	Marlborough
Past President	Paddy Ford	Dunedin
Vice President	Peter Simpson	Christchurch
National Secretary	Colleen Gray	Auckland
Treasurer	David Ellery	Auckland
Executive	Sally Direen	Dunedin
	Paul Drummond	Nelson
	Jacqui Duncan	Christchurch
	Barry Hambleton	Auckland
	Phil Harding	Christchurch
	Julie Hepburn	Levin
	Geoff Lovegrove	Feilding
	Liz Millar	Wellington
	Phil Palfrey	Auckland
	Peter Witana	Kawakawa

LIFE MEMBERS

Don Le Prou	(deceased)
Tom Brown MBE	1987
Ian Payne	1988
Con Coffey	1990
Ken Morris	1990
John Boyens	1994
Ross Whimp	1994
Jean Packman	1996
David Stewart	2001
John Cunningham	2001
Dick Connolly	(deceased)
Tauri Morgan	2004
Marilyn Yeoman	2005
Lester Flockton	2005

SERVICE WITH DISTINCTION

Ken Morris	1989	Brian Davidson	2007
Joan Scanlan	1990	Harvey Porteous	2007
Alan Bond	1990	Alan Straker	2007
John Cornish	1990	Murray Burton	2008
Carl Olivercrona	1991		
Grahame Smith	1993		
Colin McCormack	1993		
Kelvin Bennett	1993		
Peter D'Ath	1994		
Lorraine Nikora	1994		
Christine Gardner	1995		
John Cunningham	1996		
Alan Upston	1996		

ASSOCIATES OF NZPF

John Fleming	1999	Geoff Lovegrove	2004	Madeleine East	2007
Marilyn Yeoman	1999	Gavin Price	2004	Kelvin Squire	2007
Nola Hambleton	2001	Russ Young	2005		
Peter Whatt	2003	Jenny Earle	2005		
Ian Fox	2004	Laurie Thew	2005		

PAST PRESIDENTS

Tom Brown MBE	1982-84
Don Le Prou	1984-87
Con Coffey	1987-89
John Boyens	1989-91
Jean Packman	1991-93
John Fleming	1993-95
Marilyn Yeoman	1995-97
Nola Hambleton	1997-99
Geoff Lovegrove	1999-2001
Jenny Earle	2001-2003
Kelvin Squire	2003-2004
Pat Newman	2005-2006
Judy Hanna	2007
Paddy Ford	2008

SECRETARIES

Grahame Smith	1982-84
Colin McCormack	1984-87
Bevyn Gibson	1987-87
John Fleming	1989-91
Marilyn Yeoman	1991-93
Dave Winefield	1993-95
Judy Hanna	1996-2004
Colleen Gray	2005-

TREASURERS

Ross Agnew	1982-85
Monty Morrison	1985-86
Russ Young	1986-02
Geoff Lovegrove	2002-08
David Ellery	2009

KAUMATUA

Tauri Morgan

EXECUTIVE MEMBERS 1982 - 2009

Ron McDonald	1982-83	Dave Winefield	1991-95
David Peterson	1982-83	Tony Rzoska	1992-95
Bruce Adin	1982-84	Muriwai Jones	1993-94
Jack Archibald	1982-84	Tauri Morgan	1993-97
Jock Spence	1982-85	Pererika Twist	1993-95
Grahame Smith	1982-86	Judy Hanna	1994-2008
<i>(Membership Registrar 84-86)</i>		Peter Whatt	1994-2000
Ross Agnew	1982-87	Jenny Earle	1995-2004
<i>(Treasurer 82-85)</i>		Alistair Kay	1995-96
Ian Payne	1982-87	Pat Newman	1995-2007
Tom Brown	1982-88	<i>(Membership Registrar 97-04)</i>	
Don Le Prou	1982-89	Colleen Murray/Gray	1996-
Joan Scanlan	1982-89	Gavin Price	1996-2004
Ross Whimp	1982-93	Bruce Robertson	1996-98
<i>(Membership Registrar 86-93)</i>		Iain Taylor	1996-97
Sister M Monaghan]	1983-84	Martin Bate	1997-99
Sister Anne Warren]		<i>(Editor 98-99)</i>	
Ken Morris	1983-89	Liz Sissons	1997-2000
<i>(Editor 84-89)</i>		Kelvin Squire	1997-2006
Monty Morrison	1984-86	Madeleine East	1998-2006
<i>(Treasurer 85-86)</i>		Marion Fitchett	1999-2007
Colin McCormack	1984-87	<i>(Editor 99-07)</i>	
John Newman	1984-87	Barry Hambleton	1999-
Kelvin Bennett	1984-92	Paddy Ford	2000-
June Scott	1985-86	Julie Hepburn	2000-2003
Peter Corrigan	1985-88	Peter Simpson	2000-
John Cornish	1985-90	Peter Gunn	2001-2002
Russ Young	1985 -02	Ernie Buutveld	2002-
<i>(Treasurer 86-2002)</i>		<i>(Membership Registrar 05-07)</i>	
Con Coffey	1985-90	Linda Woon	2002-2005
Robin Clegg	1986-87	Liz Millar	2003-
Hettie Tapsell	1986-89	Mark Ellis	2005-2006
Alan Bond	1987-90	Julie Hepburn	2005
Jean Packman	1987-95	Jacqui Duncan	2006
Christine Gardiner	1987-92	Paul Drummond	2007
John Boyens	1987-93	David Ellery	2007
John Cunningham	1987-96	<i>(Acting Treasurer 08)</i>	
Carl Olivercrona	1987-90	Peter Witana	2007
Robin Penman	1989-90	Sally Direen	2008
Dick Connolly	1989-2000	Phil Palfrey	2008
Tony Draaijer	1989-96	Phil Harding	2009
<i>(Membership Registrar 94-96)</i>			
John Fleming	1989-97		
Bevyn Gibson	1989-91		
Geoff Lovegrove	1989-		
<i>(Editor 89-97,2008)</i>			
Marilyn Yeoman	1990-99		
Renetta Dennis	1991-94		
Nola Hambleton	1991-2001		

NEW ZEALAND PRINCIPALS' FEDERATION

BUSINESS PARTNERS

GOLD



CallPlus Services Limited

PO Box 108-109
Symonds Street
Auckland
Phone: 0800 89 2 225



Furnware

PO Box 1
Hastings
Phone: 06 879 9170



Konica Minolta Business Solutions New Zealand Limited

Private Bag 92 635
Symonds Street
Auckland
Phone: 09 356 6000



Programmed Property Services

PO Box 12742
Penrose
Auckland
Phone: 09 571 0610



Scholastic New Zealand Limited

Private Bag 94407
Greenmount
Auckland
Phone: 09 274 8112

SILVER



ALSCO

PO Box 74 450
Market Road
Auckland
Phone: 09 520 4569



Cavalier Bremworth Limited

PO Box 97 040
Papatoetoe
Auckland
Phone: 09 277 6000



Lundia Shelving Limited

PO Box 14 216
Panmure
Auckland
Phone: 09 528 5304



Sitech Systems (NZ) Ltd

PO Box 5551
Frankton
Hamilton
Phone: 07 846 0060

BRONZE



Ahead Buildings

PO Box 12-325
Penrose
Auckland
Phone: 09 570 9362



ASB Bank Limited

PO Box 35
Shortland Street
Auckland
Phone: 09 377 8930



Crest Commercial Cleaning Ltd

PO Box 740
Dunedin
Tel: 03 477 1126



Equico Equipment Finance Ltd

PO Box 6745
Wellesley Street
Auckland
Tel: 09 302 8273



MUSAC

Massey University
Private Bag 11 222
Palmerston North
Phone: 06 350 9254



PhotoLife Studios Limited

PO Box 97399
Wiri
South Auckland Mail Centre
Phone: 09 262 1040



Postie Plus Group Limited

PO Box 4525
Christchurch
Phone: 03 339 5700



School Supplies

PO Box 58 004
Greenmount
Auckland
Phone: 09 273 9883



Smith & Smith

PO Box 17307
Greenlane
Auckland
Phone: 09 271 2985



UNITE

PO Box 100 289
North Shore Mail Centre
North Shore City 0745
Tel: 09 410 1672

NEW ZEALAND PRINCIPALS' FEDERATION

AGENDA FOR 28th ANNUAL MEETING

4.00 pm Wednesday, 1 July 2009
Arena Manawatu, Palmerston North

Karakia

Tauri Morgan

Identification of Members

Acknowledgement of life members attending
Welcome to overseas visitors and new members

Apologies

Confirmation of Standing Orders

Adoption of Agenda

Minutes of 27th Annual Meeting

Corrections to Minutes
Matters arising

Correspondence

Matters arising

President's Report

Ernie Buutveld

Membership Statistics

Financial Report and Statement of Accounts

David Ellery

Appointment of Auditor

General Business

Constitutional Remit - Electronic Voting

Awards

Next Annual Meeting:

Wednesday, 30 June 2010
Queenstown

Closure

Tauri Morgan

NEW ZEALAND PRINCIPALS' FEDERATION (INCORPORATED)

STANDING ORDERS

1. GENERAL

1.1 INTERPRETATION

1.1.1 In these Standing Orders unless inconsistent with the context:

FEDERATION means for the purposes of these Standing Orders, the New Zealand Principals' Federation (Incorporated), or any Committee or Sub Committee thereof, and includes the National Executive.

NATIONAL PRESIDENT means the National President of the Federation and includes any person acting as the Chairperson of any Committee or Subcommittee of the National Executive.

NATIONAL SECRETARY means the National Secretary of the Federation and includes for the purposes of these Standing Orders any employee authorised by the National Executive for similar purposes.

COMMITTEE includes in relation to the National Executive:

- (a) a Committee comprising all of the members of the National Executive; and
- (b) a Standing Committee or special Committee appointed by the National Executive; and
- (c) any Subcommittee of a Committee described in paragraph (a) or paragraph (b) of this definition.

IN COMMITTEE: The Federation may, by resolution of the members present and voting, decide to consider any matter or matters confidentially. During the course of such a session, information placed before the meeting shall be classed as "In Committee" and shall not be made available to the Press, members generally not attending the meeting, or in the form of minuted materials.

MEETING means any annual, general, ordinary, special or emergency meeting of the Federation; and any meeting of any Committee or Standing Committee or special Committee or Subcommittee of the National Executive.

MINUTES means the minutes or any other record or the proceedings of any such meeting of the Federation and/or its Committees.

1.2 APPLICATION OF STANDING ORDERS

1.2.1 These Standing Orders shall, so far as applicable, extend to the proceedings of all Federation meetings and all Committees of the National Executive.

1.2.2. All members of the Federation shall abide by these Standing Orders.

1.3 NATIONAL PRESIDENT'S RULING FINAL

1.3.1 The National President shall decide all questions where these Standing Orders make no provision or insufficient provision.

1.3.2 The National President's Ruling shall be final in all respects and not open to debate.

1.4 ALTERATION OF STANDING ORDERS

1.4.1 After the adoption of the first Standing Orders, amendment of the Standing Orders shall require in every case a vote of three quarters of the members present and voting at an Annual General Meeting.

1.5 APPOINTMENT OF COMMITTEES

1.5.1 National Executive may appoint such Standing Committees and special Committees as it considers appropriate.

1.5.2 A Committee may not appoint Subcommittees unless so empowered by the National Executive.

1.5.3 Every Committee shall be subject in all things to the control of the National Executive.

1.6 POWERS OF DELEGATION

1.6.1 National Executive may delegate to any Committee any of its functions, powers or duties.

1.7 PROCEEDINGS NOT INVALIDATED BY VACANCIES AND IRREGULARITIES

1.7.1 No act or proceedings of the Federation or of any person acting as a member of the Federation shall be invalidated in consequence of there being any vacancy in the membership of the Federation or National Executive at the time of the act or proceeding, or the subsequent discovery that there was some defect in the election or appointment of any person so acting.

1.8 GENERAL PROVISIONS FOR MEETINGS

1.8.1 The Federation shall hold such meetings as are necessary for the purposes for which it was established.

1.9 ORDINARY MEETINGS

1.9.1 The Federation shall hold ordinary meetings as such times and such places as it from time to time appoints, and in accordance with the Constitution of the Federation.

1.10 SPECIAL AND EMERGENCY MEETINGS

1.10.1 The Federation may hold special meetings in accordance with its Constitution.

1.11 NOTICES TO MEMBERS OF MEETINGS

1.11.1 The National Secretary shall give the notice required to members of the time and place appointed for holding each ordinary meeting and any special meetings.

1.12 CHANGES TO COMMITTEE

1.12.1 The National Executive may at any time discharge, alter, continue or reconstitute any Committee.

1.12.2 Every Committee shall, unless sooner discharged by the National Executive be deemed to be discharged at the next following Annual General Meeting of members.

1.13 NATIONAL PRESIDENT OF FEDERATION AN EX-OFFICIO MEMBER

1.13.1 The National President of the Federation shall be an ex-officio member of every Committee of the National Executive.

2. MEETINGS

2.1 NATIONAL PRESIDENT TO PRESIDE AT MEETINGS

2.1.1 The National President of the Federation shall preside at every meeting in which he or she is present. Alternates are acceptable as set out in Section 15 (c) of the Constitution of the Federation.

2.1.2 The National Executive may appoint a member of any Committee to be the Chairperson of the Committee.

2.1.3 The Chairperson of a Committee shall preside at every meeting of the Committee at which he or she is present.

2.1.4 Any Committee may from time to time appoint a Deputy Chairperson to act in the absence of the Chairperson.

2.1.5 If there is no Deputy Chairperson, the members present shall appoint one of their number to preside at the meeting in the absence of the Chairperson.

2.2 ORDER OF BUSINESS

2.2.1 The National Executive shall adopt an order of business which shall normally apply and may vary it from time to time.

2.3 AGENDA

2.3.1 The National Secretary shall prepare for each meeting an agenda setting forth the items of business to be brought before the meeting so far as it is known.

2.3.2 The first four items on the agenda for an ordinary meeting of the National Executive shall be:

- (a) Apologies for absences
- (b) Adoption of the Agenda for the Meeting - General Business to be raised should be notified at this stage
- (c) Confirmation of Minutes
- (d) Business arising out of the Minutes

2.4 CHAIRPERSON'S REPORT

2.4.1 The National President shall have the right to direct the attention of the National Executive by report to any matter or subject within the role or function of the National Executive.

2.5 EXTRAORDINARY BUSINESS AT ORDINARY MEETINGS

2.5.1 Only business on the agenda shall be transacted at any meeting unless the National President determines additional business to be extraordinary or urgent. Such additional business shall have arisen since the opportunities listed under "Adoption of the Agenda" Section 2.3.2 (b) above. (The National President's decision in this regard shall be final and not open to debate.)

2.6 PRECEDENCE OF BUSINESS

2.6.1 Notwithstanding anything to the contrary contained in these Standing Orders, and after the confirmation of the minutes of the previous meeting, the National President may accord precedence to any business set down on the agenda for consideration.

2.7 TIME LIMIT AT MEETINGS

2.7.1 Unless pursuant to a resolution of the National Executive, no meeting of the Federation shall sit beyond 10.30pm.

2.8 LEAVE OF ABSENCE AND APOLOGIES

2.8.1 The National President shall invite apologies at the beginning of each meeting and these shall be recorded in the minutes.

2.9 MINUTES OF MEETINGS

2.9.1 The National Secretary shall keep the minutes of meetings. The minutes shall record the apologies of those not attending each meeting, and every

resolution, order, or other proceeding of the meeting (identified by a unique code number).

2.9.2 The minutes and proceedings of every meeting shall be circulated to members and considered at the next ordinary meeting succeeding, and if approved by the meeting, or when amended as directed by that meeting shall be signed by the Chairperson of such succeeding meeting.

2.9.3 No discussion shall arise on the substance of the minutes at the succeeding meeting except as to their correctness.

2.10 MINUTE BOOKS

2.10.1 The minute books of the Federation shall be kept by the National Secretary and shall be open to inspection.

2.10.2 The National President and the National Secretary shall be responsible for confirming the correctness of the minutes of the last meeting of a National Executive prior to the next election or appointment of members.

2.11 PROCEDURAL MOTIONS TO TERMINATE OR ADJOURN DEBATE

2.11.1 Any member who has not spoken during debate on any matter may move one of the following procedural motions to terminate or to adjourn debate, but not so as to interrupt a member speaking:

(a) That the motion now under debate be now put (*a closure motion*)

OR (b) That the meeting move directly to next business, superseding the item under discussion.

OR (c) That the item of business being discussed be referred to (or referred back to) the relevant Committee of the National Executive.

2.11.2 Procedural motions to terminate or adjourn debate shall take precedence over other business (other than points of order), and shall, if seconded, be put to the vote immediately without discussion or debate.

2.11.3 All procedural motions to terminate or adjourn debate shall be determined by a majority of those members present and voting. If lost, a further procedural motion to terminate or adjourn debate may not be moved by any other member within a quarter of an hour thereafter.

2.11.4 Notwithstanding order 2.11.6 a closure motion shall be put if there is no further speaker in the debate.

2.11.5 When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.

2.11.6 If a closure motion is carried, the mover of the motion then under debate is entitled to the right of reply, and the motion or amendment under debate shall then be put.

2.11.7 Business referred back to a specified Committee shall be considered at the next ordinary meeting of that Committee.

2.12 NOTICES OF MOTION

- 2.12.1 Notices of motion shall be in writing signed by the mover, stating the meeting at which it is proposed that the notice of motion be considered, and shall be delivered to the National Secretary as prescribed by the Constitution.
- 2.12.2 No notice of motion shall proceed in the absence of the mover.
- 2.12.3 A notice of motion may only be altered by the mover with the consent of the meeting.
- 2.12.4 Notices of motion not moved on being called by the chair shall lapse.
- 2.12.5 Any notice of motion referring to any matter ordinarily dealt with by a Committee of the National Executive may be referred by the National Secretary to that Committee.

2.13 REPEAT NOTICES OF MOTION

- 2.13.1 When a motion which is the subject of a notice of motion has been considered and rejected by the Federation, no similar notice of motion which, in the opinion of the Chairperson, is substantially the same in purport and effect shall be accepted within six months.
- 2.13.2 Where a notice has been considered and agreed by the Federation, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect shall be put again while the original motion stands.

2.14 MOTIONS

- 2.14.1 All types of motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the Chairperson shall state the matter raised and propose it for discussion.
- 2.14.2 Motions must be stated to require a positive action of the Federation, National Executive or Committee(s).
- 2.14.3 The Chairperson may require the mover of any motion or amendment to submit the motion or amendment in writing signed by the mover.
- 2.14.4 A motion or amendment may only state one action required of the Federation.

2.15 AMENDMENTS

- 2.15.1 When a motion has been seconded and proposed by the Chairperson for discussion, an amendment may be moved and seconded by any members who have not yet spoken to the motion.
- 2.15.2 Amendments which are proposed but not seconded shall not be in order nor entered in the minutes.
- 2.15.3 Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment which has been lost.

- 2.15.4 No amendment which amounts to a direct negative shall be allowed which, if carried, would have the same effect as negating the motion.
- 2.15.5 No further amendment shall be allowed until the first amendment is disposed of, although members may give notice to the chair of their intention (foreshadowing) to move further amendments and the nature of their content.
- 2.15.6 Where an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers or seconders in debate, may then propose a further amendment.

2.16 RULES OF DEBATE

- 2.16.1 The person in the chair shall be addressed courteously with the choice of mode of address being as determined by the Chairperson.
- 2.16.2 Any member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.
- 2.16.3 In speaking to any motion or amendment, members shall confine their remarks strictly to the motion or amendment.
- 2.16.4 If three speakers have spoken consecutively in support, or in opposition to any motion, the Chairperson may call for a speaker to the contrary. If there is none, the Chairperson will put the question without further debate.
- 2.16.5 Members may not speak more than once to a motion.
- 2.16.6 Members may request the Chairperson to restate the motion for their information at any time during the debate.
- 2.16.7 The mover of an original motion shall have a right of reply.
- 2.16.8 Members may speak to any matter before the meeting, or upon a motion or amendment to be proposed by themselves, or upon a point of order arising out of debate, but not otherwise.

2.17 CONDUCT OF MEETINGS

- 2.17.1 Whenever the Chairperson rises during any debate any member then speaking or offering to speak shall be seated, and members shall be silent so that the Chairperson may be heard without interruption.
- 2.17.2 No member, or member of the media, may use or be associated with the use of a recording device without the knowledge of the meeting and the consent of the National President.

2.18 POINTS OF ORDER

- 2.18.1 Any member may rise to speak to a point of order upon any breach of these Standing Orders and the member previously speaking shall thereupon be seated and stop speaking.
- 2.18.2 The member rising shall state without explanation precisely the subject matter or the point of order.
- 2.18.3 No point of order shall be raised during the voting on any measure except by permission of the Chairperson.

2.18.4 The Chairperson may decide any point of order immediately after it has been raised by any member, or may first hear further argument thereon before deciding. The ruling of the Chairperson upon any point of order shall not be open to any discussion and shall be final.

2.19 VOTING

2.19.1 All acts of the Federation shall be done and all questions before the Federation shall be decided at a meeting by the majority of such members as are present and vote thereon.

2.19.2 The Chairperson or other person presiding at any meeting shall have a deliberative vote and, in the case of equality of votes, shall have a casting vote also.

2.19.3 Any member may abstain from voting and shall have their abstention recorded in the minutes where requested.

2.19.4 No member shall vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have pecuniary interest.

2.19.5 Every member present when any matter is raised where they directly or indirectly have a pecuniary interest therein, apart from any interest in common with the public, shall be under a duty to fully declare any such interest to the meeting.

2.19.6 In all elections to positions within the Federation, the Chairperson shall at the time of declaring the results of the election specify the number of votes recorded for each and every candidate.

3. FINANCIAL REPORTS

3.1 INSPECTION OF FINANCIAL REPORTS

3.1.1 Any member of the Federation may, at any reasonable time, inspect the accounting documents of the Federation and take copies of them.

“Accounting documents”:

(a) Means documents that are prime entries into financial records; and

(b) Includes:

(i) Ledger accounts

(ii) Other records derived from the prime entries irrespective of the form in which they are kept.

3.1.2 The accounts submitted to a national Executive meeting for approval shall, at the beginning of the meeting, be laid on the table for inspection by members.

3.2 USE OF THE COMMON SEAL

3.2.1 The common seal of the Federation shall be held at the National Office of the Federation.

3.2.2 The seal shall not be affixed to any document unless in the manner prescribed in Rule 1 of the Federation, and shall be recorded in the Minutes at the meeting authorising the sealing.

NEW ZEALAND PRINCIPALS' FEDERATION

ANNUAL MEETING

Minutes of the 27th Annual General Meeting held in Christchurch
on 2nd July 2008, Town Hall, Christchurch

Starting time:	2.00 pm
PRESIDENT:	P Ford
KARAKIA:	T Morgan
IDENTIFICATION OF MEMBERS:	President P Ford declared that we have a quorum.
ACKNOWLEDGEMENT:	Life members attending: T Morgan President P Ford welcomed new members.
APOLOGIES:	M East, D Ellery. MOVED "That the apologies be accepted". AGREED J Duncan/E Buutveld
CONFIRMATION OF STANDING ORDERS:	MOVED "That the standing orders be accepted". AGREED P Simpson/J Hanna
ADOPTION OF AGENDA:	MOVED "That the agenda, be adopted". AGREED B Hambleton/L Millar
MINUTES:	MOVED "That the minutes of the 26th Annual General Meeting be confirmed". AGREED E Buutveld/J Hepburn
MATTERS ARISING:	Nil
CORRESPONDENCE:	Nil
PRESIDENT'S REPORT:	President P Ford MOVED "That the President's report be adopted". AGREED P Ford
FINANCIAL REPORT:	Moved "That the audited Financial report, year ended 2007 be adopted". AGREED G Lovegrove/S Direen MOVED "That the firm of Grant Thornton be re-appointed as auditors for the 2008 financial year". AGREED G Lovegrove/P Witana

MEMBERSHIP REPORT: Presented by E Buutveld

GENERAL BUSINESS:

Following discussion on the subsequent Constitutional Amendments as printed on page 34 of the Annual General Meeting Booklet 2008 and clarification that there was a way forward the discussion on the Membership Proposal proceeded.

Membership Proposal Presented by J Hanna

Recommendation :

That NZPF have three grades of membership – Full membership, Life membership, Affiliate membership. The Affiliate membership criteria including cost will be developed by the NZPF Executive team and be implemented in January 2008.

Moved “That the constitution be amended to allow for the addition of Affiliate Membership as outlined in the paper.”

LOST J Hanna/G Lovegrove

Constitutional Amendment:

Discussion was held about the inclusion of this amendment at this Annual General Meeting. The wording at the top suggested that this motion could not be put.

Future NZPF Conferences

There are no expressions of interest for 2011

Awards

Announced in President’s report. Service with Distinction to be awarded to M Burton of Elim Christian College.

NEXT ANNUAL MEETING:

President P Ford invited all members to meet in Palmerston North on 1 July 2009 for the next Annual General Meeting.

CLOSURE: T Morgan

The President closed the 27th Annual General Meeting at 3.25 pm

PRESIDENT'S REPORT

While I have pleasure in presenting the 2008 President's Report, I must acknowledge the fact that Paddy Ford was of course in the role during the 2008 scope of this report.

The executive commenced the 2008 year with a strategic planning meeting in Dunedin and a full review of its core values, remembering that it is a professional organisation and that it represents all principals. Four teams within the executive effectively covered the spectrum of issues from *Professional Leadership* (led by Liz Millar), *Operations and Future Direction* (Ernie Buutveld), *School Management* (Julie Hepburn) and *Members' Support* (Jacqui Duncan). *Business Partners* continued to be ably led by Barry Hambleton.

As is usual there continued to be the tension between being proactive and reactive – both being necessary at different times. Through the closer focus and work of the teams, it was hoped that justice could be brought to both.

New executive members Sally Direen (Balaclava School) and Phil Palfrey (Manurewa East School) were welcomed to the executive - Phil taking the position left vacant by Marion Fitchett's resignation and move to the Ministry of Education. Geoff Lovegrove took over the role again as editor of the magazine *NZ Principal*. David Ellery very capably took on the role of treasurer.

Executive meetings followed in Queenstown, Christchurch, Auckland and Wellington with observers attending from Dunedin, Central Otago, Bay of Plenty, Hamilton, Christchurch, Auckland, Whangarei and Tauranga. I would like to express both mine and Paddy's thanks to all the executive members for their hard work and long hours they contribute individually, collectively, in their regions and also as a full executive.

Communication to members is a priority and the email tree continued to be our best resource for keeping members informed and through this ensure members receive our snippets after all executive meetings. The Helpline continues to be well used and is a lifeline for many principals. Experience suggests strongly that last month was a good time to have joined the NZPF Legal Advice & Support Scheme. Wherever sought getting help early in the life of the problem is sound advice. Considerable energy and resource was given to upgrading our web site and of course this continues to be updated on a weekly basis.

The Annual Presidents' Moot continued to be well organised thanks to Julie Hepburn and was attended by over one hundred who met at the James Cook Hotel Grand Chancellor in February, although not by the new minister Chris Carter. However, the Secretary for Education and CEO of ERO did attend with the theme being *The New Curriculum – The Delivery and Impact on Schools and Principals*.

In May NZ Education Week was successfully celebrated and in July a very successful Annual Conference was held in Christchurch based around the *Learning Leaders, Leading Learners*. Congratulations to Jacqui Duncan, Peter Simpson and their Canterbury colleagues for their willingness, efforts and professionalism throughout.

The Federation continued to meet regularly with the Minister, Secretary for Education, ERO, various sector heads and interest groups. Its representation is valued and its opinion is not only sought after but respected. The following gives an idea of the groups within which the NZPF participates:

- Curriculum and Resources
- Education NZ
- Education Outside the Classroom
- Literacy Leadership Advisory Group
- NEMP Liaison Reference Group
- NZEI Principals' Council
- Numeracy
- Personal Financial Education Project
- Physical Activity Reference Group ~ Mission On
- Principals' Professional Development (EPG)
- Productive Partnerships
- School Statistics & Monitoring Group
- School Support & Monitoring
- Schools Consultative
- Special Education
- Technical Development Group
- Rural Education Reference Group
- Payroll
- Property (both nationally and regionally)
- SNAG
- Asia:NZ

The NZPF was represented at a number of overseas conferences during the year; NAHT in England, APPA and ASPA in Australia as well as two ICP council meetings, one in Shanghai, China and the other in Windsor, England. Remaining in touch with international developments is always healthy as indeed is celebrating New Zealand's progress as well.

I would like to take this opportunity to acknowledge the Federation's Life Members; Tom Brown, Ian Payne, Con Coffey, Ken Morris, John Boyens, Ross Whimp, Jean Packman, David Stewart, John Cunningham, Tauri Morgan, Marilyn Yeoman and Lester Flockton. Sadly Dick Connolly passed from their number during the year. The debt to these folk is acknowledged and for some the work continues yet, such is their commitment to the principals of New Zealand.

Those who toil in the office, Nelda Hotop, Office Manager and Susan Veldhuizen, Office Administrator, also need to be acknowledged for their dedication and efforts beyond the expected. This small team performs outstandingly well providing excellent support for members and executive alike.

Membership in number and composition has remained largely static. Details may be viewed in subsequent pages.

After ten years the partnership between the NZPF and Massey University which was the New Zealand Principal and Leadership Centre was dissolved in June. With no legal ties to Massey, NZPF, with the helping hand of David Stewart, put in a bid to the Ministry of Education for the Principal Professional Learning Groups project, which to

the Federation's delight was accepted. This is a new area for the Federation and will be watched with great interest by many. Keeping the development of leadership in focus for the Federation will continue as new opportunities are explored.

There remain a large number of groups who wish to include the Federation in their work and whilst it remains important for the Federation to remain in touch, they can detract from some of the clear focus areas and issues which need to be at the heart of the organisation and those it seeks to serve. With a change in government in late November, the environment in which the Federation works will no doubt alter and the issues identified by the Federation may also change as those new challenges are faced.

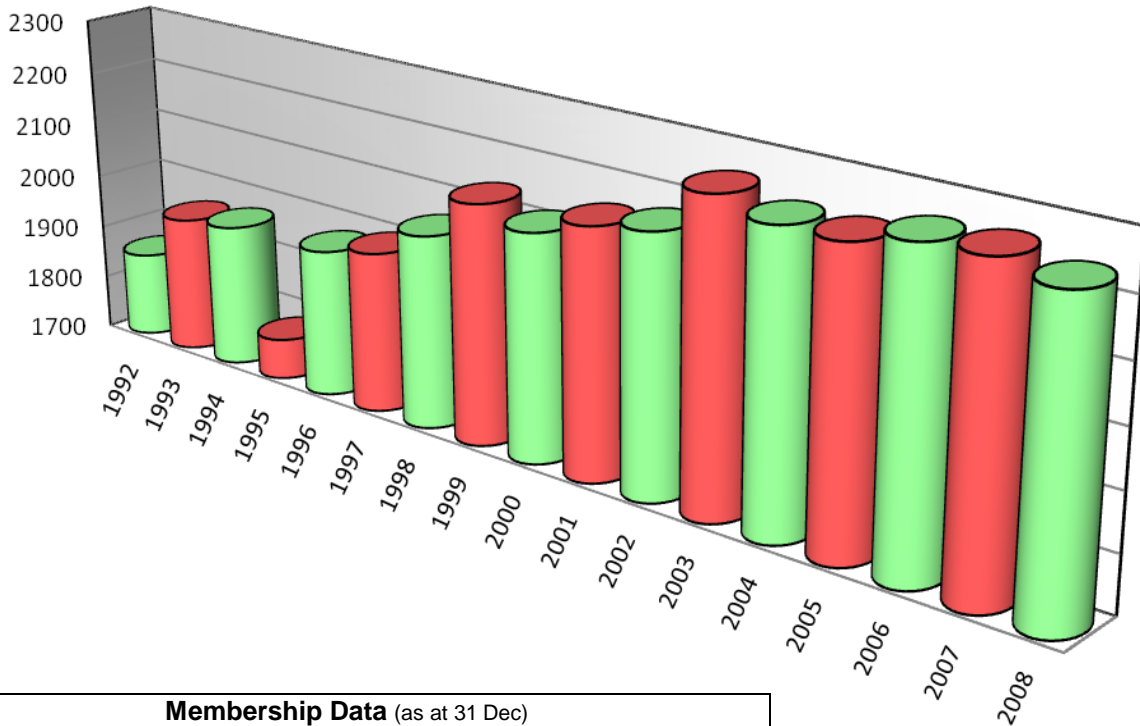
Hauora and strengthening advocacy remain core elements of the work the Federation does and underline the support all school leaders need from time to time.

In conclusion I have enjoyed immensely the challenges and rewards to date of leading the Federation over the last six months and look forward to continuing the work ahead. I remain in awe of the work principals do for their students, staff, parents and communities. It is very humbling to lead an organisation which has so many exemplary leaders within its ranks. It is indeed an honour to serve as your president.

Ernie Buutveld
President

MEMBERSHIP STATISTICS

MEMBERSHIP HISTORY

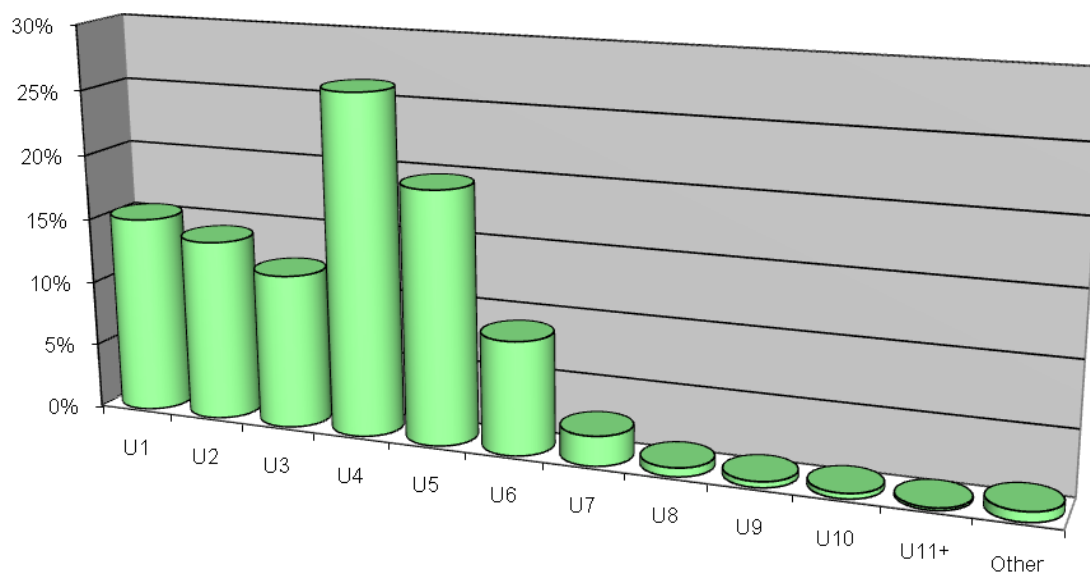


1992	1993	1994	1995	1996	1997	1998	1999	2000
1856	1951	1962	1774	1969	1992	2050	2132	2108
2001	2002	2003	2004	2005	2006	2007	2008	2009
2145	2162	2248	2224	2224	2250	2255	2234	

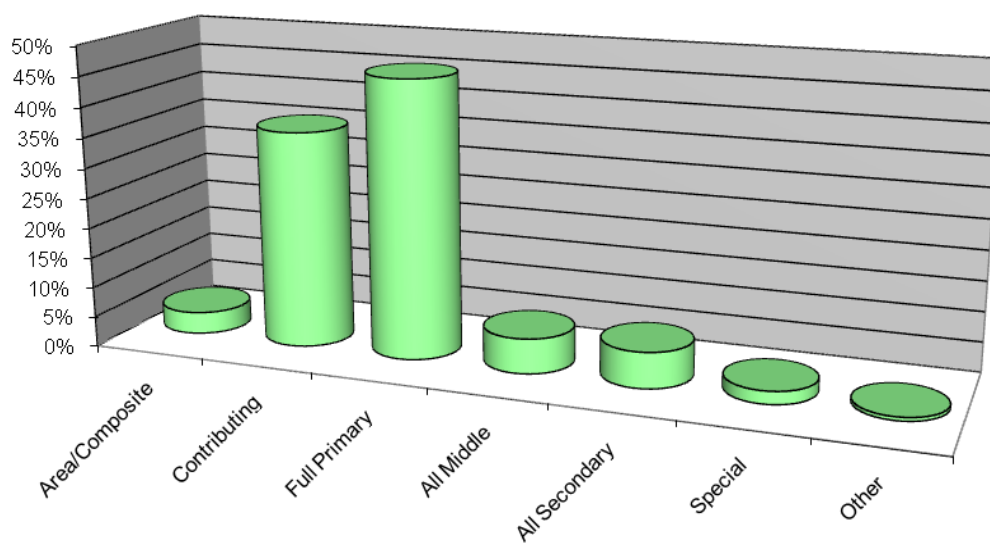
Comparison 2000 – 2008 ~ Grades as % of Total Membership

Grade	U 1	U 2	U 3	U 4	U 5	U 6	U 7+	Other	Totals
2000	14%	15%	11%	27%	24%	9%	1%		100%
2001	14%	15%	12%	27%	22%	9%	1%		100%
2002	16%	16%	11%	27%	19%	9%	2%		100%
2003	16%	16%	11%	27%	19%	9%	2%		100%
2004	16%	15%	12%	26%	19%	9%	3%		100%
2005	15%	15%	12%	26%	20%	9%	3%		100%
2006	15%	15%	11%	26%	20%	9%	4%		100%
2007	15%	14%	12%	26%	19%	9%	4%	1%	100%
2008	15%	14%	12%	26%	19%	9%	4%	1%	100%
Members	339	311	265	584	434	195	89	17	2234
Possible	403	342	286	625	487	253	170	25	2591
Percentage	84%	91%	93%	93%	89%	77%	52%	68%	86%
Non Members	64	31	21	41	53	58	81	8	357

Membership Composition by Grade (Dec 2008)



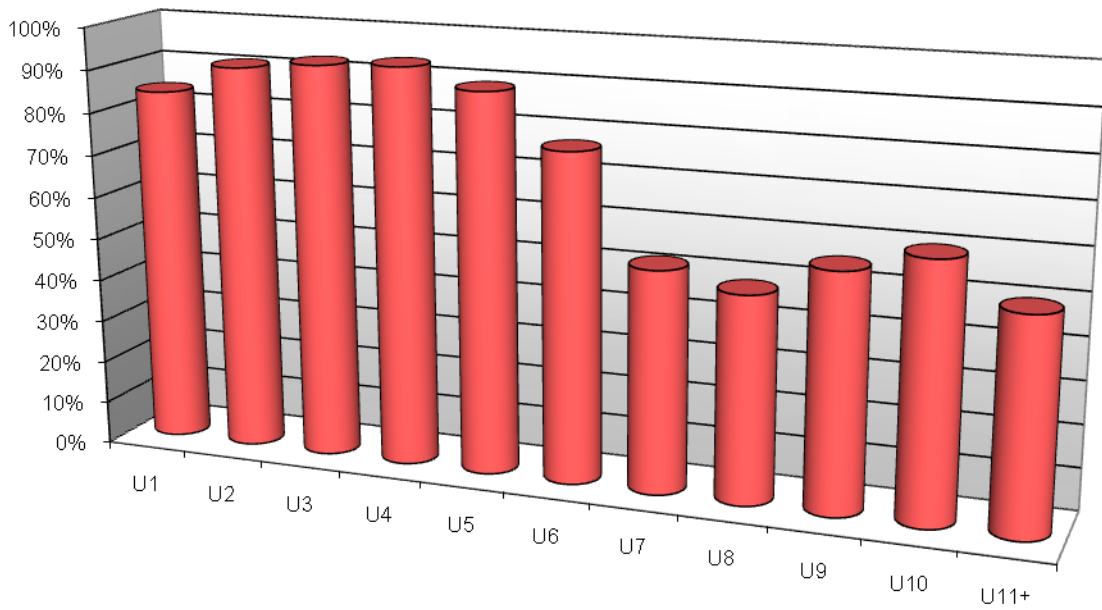
Membership Composition by Type (Dec 2008)



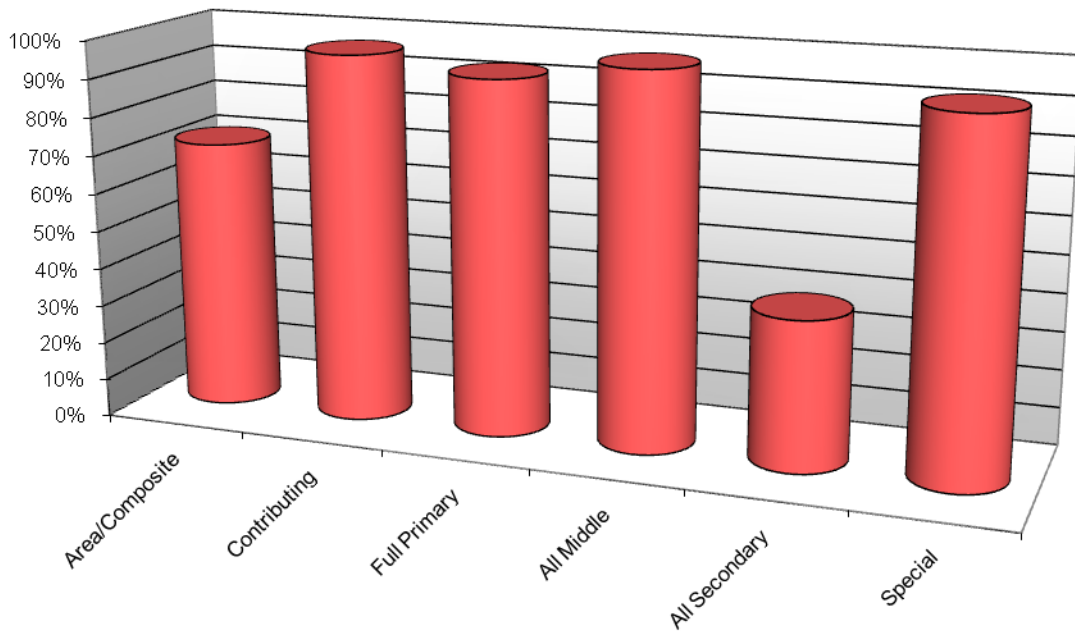
Sector representation as at 31 December 2008... (Dec 2007 comparison)

- 86% of state/integrated New Zealand schools are members (-1%)
- 97% of contributing schools (no change)
- 96% of intermediate/middle schools (+2)
- 94% of special schools (no change)
- 92% of full primary schools (-2%)
- 71% of area/composite schools (+3%)
- 39% of secondary schools (-1%)

Membership of Grade (Dec 2008)



Membership of Institution Type (Dec 2008)



Subscription Income (GST Inclusive)

1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
\$279 312	\$401 784	\$433 819	\$439 255	\$440 133	\$455 021	\$451 021	\$456 579	\$461 332	\$506 644	\$500 289

NEW ZEALAND PRINCIPALS' FEDERATION

FINANCIAL REPORT

Year Ending December 2008

The NZPF can report another successful financial year for 2008. This page gives an overview of our financial performance including trading activities, financial position and audited accounts.

SUMMARY: With prudent management and some significant one-off revenue 2008 has again produced a surplus for the Federation. This leaves us with a good result for the year. Our reserves total approx \$480,000, (equating to approx 4 months operating costs; considered a satisfactory level).

INCOME:	2008 \$	% of total	2007 \$	% of total
Trading Operations (Gross)	29,102	2.7%	28,396	2.7%
Boardroom Rental	-	-	667	-
Interest	41,192	3.8%	23,818	2.3%
Legal Benefits	3,186	-	2,757	-
Ministry Contract	-	-	83,000	8.1%
Nat. Conference Income	116,324	10.6%	18,597	1.8%
Returned Seeding Grant	15,000	1.4%	-	-
Speaker Tour	-	-	21,323	2.1%
Business Partnerships	308,000	28.2%	233,000	23.0%
Membership Subscriptions	500,289	46.0%	506,644	49.4%
ICP Conference Income	10,000	0.9%	69,356	6.8%
Cessation NZPLC partnership	55,524	5.0%	-	-
Sundry	10,640	1.0%	36,914	3.7%
TOTAL	1,089,256		1,024,435	

EXPENDITURE (Key Areas. Grouped, Rounded figures):

National Office (inc salaries)	395,900	42.8%	390,200	45.7%
Membership Services	83,000	8.0%	91,800	11.2%
Executive Management	278,000	30.0%	205,000	24.0%
Conference (incl Stands)	114,300	12.4%	30,100	3.5%
International (Inc ICP Conf)	33,500	3.6%	115,000	13.5%
Depreciation	19,700	2.1%	22,000	2.6%
TOTAL	924,400		854,100	

Net Surplus Before Tax	164,822		170,325
Net Surplus After Tax	155,133		162,399

Some significant aspects in 2008?

- **Income from subscriptions remains consistent**
- **Business Partnership income up \$75,000**
- **Executive Management costs up \$73,000**
- **Income / Expenditures and Grants for national conference was significant**
- **One-time income from cessation of NZPLC was significant**
- **Increase in working capital of \$159,700**
- **Non-current asset base remains consistent**

CONCLUSION: NZPF continues to receive a quarter of its revenue from Business Partnerships, and this makes a significant contribution to the range of services available to members. We appreciate our business partners' ongoing commitment to education, and to the work of New Zealand Principals. Our Business Partnership Team works hard to maintain an excellent relationship with our corporate partners and I thank them for their efforts.

My special thanks to Office Manager Nelda Hotop for her excellent management of our accounts, and for ensuring executive members are kept fully informed and up to date with our financial position. We enter 2009 with confidence and optimism.

Motion: That the audited financial report be adopted

Motion: That the firm of Grant Thornton be re-appointed as auditors of NZPF finances.

David Ellery Treasurer

CONSTITUTIONAL REMIT – ELECTRONIC VOTING

This page has been left largely blank in order to leave space for members to insert the formal notice of motion emailed to members recently.

This remit sets out to make the changes required in the constitution to enable the current system of postal voting to move into the modern era and make use of the internet and email systems now well established across the school network. Solicitor, Barry Dorking of Anderson Lloyd, Dunedin has prepared the remit.

It is hoped in the future that the NZPF can have its election for the national executive in much the same way as the Teachers' Council.

Formal notice of this remit was emailed to financial members more than the required fortnight ahead of the Annual Meeting.

NEW ZEALAND PRINCIPALS' FEDERATION (INCORPORATED)

Constitution and Rules

(These rules rescind all previous rules)

1 NAME:

The name of the Society shall be '*The New Zealand Principals' Federation Incorporated*'

2 INTERPRETATION:

In these rules, except when a contrary intention appears;

'Federation' means the New Zealand Principals' Federation Incorporated

'AGM' means the Annual General Meeting

'Act' means the Incorporated Societies Act 1908

3 OBJECTS:

The objects of the Federation are to:

- a) Uphold the status of the Principal as the School Leader
- b) Examine the developing needs of its members individually and collectively, and respond appropriately
- c) Promote the development of its members' professional leadership and management skills
- d) Ensure recognition as a Professional organisation actively representing the special interests of its members
- e) Maintain a liaison with kindred organisations
- f) Respect and recognise the Principles of the Treaty of Waitangi in the context of the objects of the Federation

Subject to these rules and to the Act the Federation shall have the rights powers and privileges of a natural person

4 Registered Office:

The Registered Office shall be at such a place in New Zealand as the Executive may from time to time decide.

5 Common Seal:

- a) The Common Seal of the Federation shall be that adopted by the Executive who shall be responsible for its safe custody and control.
- b) Whenever the Common Seal of the Federation is required to be affixed to any deed, document or other instrument, the seal shall be affixed pursuant to a resolution of the Executive or of a General Meeting of the Federation, by any two members of the Executive.

6 Winding Up:

- a) If New Zealand Principals' Federation shall be dissolved or shall resolve to cease to exist then, notwithstanding any other provision contained within these Rules or Constitution, the residue of any funds, assets, investments or other property vested in the Trustees of the Federation as may remain after payment of all liabilities, costs and expenses shall be disposed of in such a manner and at such time as the National Executive, or such of them as shall remain, may determine after taking into consideration and having regard to any special directions of the Federation, provided however neither the Trustees of the Federation, any member of the Federation, nor any member of an Association directly or indirectly affiliated with the Federation shall benefit directly or indirectly by the disposal of the residue of the aforementioned property but those funds shall be applied to a purpose that is in law a public charitable purpose in New Zealand, and has as its object the improvement of the leadership of Schools in New Zealand.
- b) No benefit or advantage whether or not convertible into money or any income of any kind shall be afforded to, or received, gained, achieved or derived by any of the persons specified in paragraphs (i) to (iv) of the second proviso to section C B 4 (i) (e) of the Income Tax Act 1994, or any enactment in amendment therefore in substitution therefore, where that person is able, by virtue of that capacity as such a person specified therein, in any way (whether directly or indirectly) to determine or to materially influence in any way the determination of, the nature or the amount of that benefit or advantage or that income or the circumstances in which it is or is to be so received, gained, achieved, afforded or derived, except as specifically exempted by that section and save reasonable remuneration for services performed.
- c) Notwithstanding anything in these Rules, no proposed amendment shall be entertained, and no amendment that may be adopted shall have any force or effect, if and in so far as it purports to amend this Rule or to authorise the application to any purpose that is not in law a public charitable purpose in New Zealand of the New Zealand Principals' Federation, or other property that may at any time be vested in the Federation in Trust for a public charitable purpose.

7 Alteration of Constitution:

- a) This constitution may be altered, added to, rescinded or otherwise at an Annual General Meeting provided that 14 days notice, in writing, has been given to all members, of the proposed changes.
- b) Alterations, additions or decisions shall require a resolution passed by a two thirds majority of those present and voting at the Annual General Meeting of the Federation.
- c) Copies of every such alteration, addition, amendment or decision shall be delivered to the Registrar of Incorporated Societies in accordance with the provisions of the Act.

8 Notices to Members:

Every notice required to be given to members (including members of the Executive) or any one of them shall be deemed to have been delivered if posted in a pre-paid letter addressed to the member at his/her last home address known to the Federation, or if sent

by facsimile transmission or email or other technological means to the member's school or last home/email address known to the Federation.

9 Standing Rules:

- a) Standing Rules shall be published annually in any AGM documentation and shall be altered according to the directions stated therein.
- b) Policy and Procedures shall be held at National Office for examination by members and may be altered by resolution of National Executive.

10 Membership:

- a) Grades of Membership

There shall be two Grades of membership

- (a1) Full Membership
 - (a2) Life Membership
- b) Full Members are entitled to all the privileges of the Federation. Full membership is obtained by the payment of the Annual Subscription of the Federation. The due date for Subscriptions is February in each year.
 - c) Full members may stand for Election to the National Executive, or nominate and second a candidate for election to National Executive.
 - d) Where the subscription is paid on or before a stated day in May the member will be included on the supplementary roll and if received between May and June may claim a special vote as in the Policy and Procedures for Postal Voting.
 - e) Only Principals of schools and educational institutions shall be eligible for membership.
 - f) Any member wishing to resign from the Federation shall give notice in writing to the Executive to that effect.
 - g) The Annual Subscription to the Federation shall be calculated on a differential basis.
 - h) Members wishing to dispute the level of subscription charged, may appeal the matter to the National Executive. The decision of the National Executive in deciding the appeal shall be final.
 - i) Awards to Members: Life Membership, Associate of NZPF and Service with Distinction will be conferred according to policy and procedures of NZPF.

11 Funds and Properties

- a) The funds, properties and assets of the Federation shall be under the control of the Executive.
- b) All monies received by or on behalf of the Federation shall be banked (and/or invested) to the credit of the Federation in an account with such Bank or Banks as the Executive may from time to time determine.

- c) Any two persons as determined by the Executive may sign and endorse cheques and banking instruments at the direction of the Executive and on behalf of the Federation.
- d) The Executive shall have the power to borrow or raise or give security for money by the issue of or upon bonds, debenture stock, bills of exchange, promissory notes or other obligations or securities of the Executive by mortgage or charge upon all or any part of the property of the Executive or without security and upon terms as to priority or otherwise as the Executive may think fit.
- e) The Federation shall appoint an Auditor for the ensuing year at each Annual General Meeting. Such Auditor shall be a practising member of the New Zealand Society of Accountants.
- f) The record of the accounts and reports on NZPF finance shall be available at NZPF National Office.

12 Election of National Executive:

- a) The President of the Federation shall be elected annually by a postal ballot of members. Their release from school duties for that period of time shall be negotiated with their Board of Trustees.
- b) The office of Immediate Past President shall be held by the outgoing President of the Federation. If that person shall not be available for appointment, the National Executive shall allocate the position to an otherwise qualified member of the Federation.
- c) A Vice-President shall be elected annually by a postal ballot of members.
- d) The following shall be elected annually by a Postal Ballot of members
 - * Secretary
 - * Treasurer
 - * Ten further members to be known as National Executive members
- e) The newly elected National Executive shall appoint people to positions of responsibility to ensure that NZPF operations are carried out effectively and efficiently.
- f) Any member of the National Executive who:
 - i) Gives notice of resignation in writing; or
 - ii) Absents him/herself from three (3) consecutive meetings of the National Executive without leave or sufficient reason; or
 - iii) Dies, or ceases to be a member of the Federation as defined in this constitution
 - iv) Becomes Bankrupt or is convicted of any Indictable Offence as defined by the Crimes Act 1961 and its subsequent amendments; or
 - v) Becomes mentally disordered or a protected person in terms of the Personal and Property Rights Act 1988;

Shall ipso facto cease to be a member of the National Executive and his/her position for the balance of her/his term shall be filled by the National Executive in the manner hereinafter provided.

- g) Where a vacancy occurs in National Executive within a period of three calendar months from the date of calling for Nominations for the Executive Positions, the National Executive may decide whether to fill the position, or to await the next regular election.
- h) If the position to be filled is that of one of the ten Executive Members, the Executive shall appoint the next Highest Polling Candidate at the last Election or where there is no next highest polling candidate, the Executive may at its discretion co-opt a member for the unexpired term of office.
- i) Where the position vacant is that of President, the Executive shall appoint the Immediate Past President to fill the unexpired term.
- j) Where any of the positions of Immediate Past President, Vice-President, Secretary, or Treasurer becomes vacant, the Executive may appoint from their number and then proceed to appoint a new Executive member.
- k) All newly elected National Executive will commence duties on the first day of the calendar year.

13 Duties of Elected Officers

- a) **President**
The President shall be the Chief Spokesperson and administrative leader of the Federation. She/he shall be ex officio a member of any committee or sub-committee set up by the Federation or the Executive. The President or nominee shall be entitled to represent the Federation at such conferences or meetings as directed in policy and procedures.
- b) **Immediate Past-President**
She/he shall act as an assistant to the President
- c) **Vice-President**
She/he shall act as an assistant to the President
- d) **National Secretary**
The Secretary shall keep all minutes of all General Meetings and AGM Meetings and others as directed by policy and procedures and shall oversee the process for the election of the National Executive
- e) **Treasurer**
The Treasurer shall be responsible for ensuring that systems are in place for the receiving, recording and banking of all monies received by the Federation and for paying all amounts as approved by the Executive. The Treasurer shall ensure that in each and every Calendar year, a Budget for the Income and Expenditure of the funds of the Federation is introduced, discussed and accepted. The Treasurer shall ensure that accurate records of the financial transactions of the Federation are kept and shall arrange for final accounts to be prepared for presentation to the Annual General Meeting.

14 Powers of the Executive

Except as provided by these rules the Executive may regulate its own procedures

15 Meetings

- a) Meetings shall be conducted according to Standing Rules.
- b) Eight elected members shall be a quorum at all meetings of the Executive.
- c) At all Meetings of the Executive, the President, or in her/his absence, the Vice President shall take the Chair and in the absence of both, the Immediate Past President. The Chairperson shall have one deliberative and one casting vote. Each member of the Executive present shall have one vote. Voting shall be by show of hands unless otherwise called for and agreed to by a majority at the meeting.
- d) A special meeting of the Executive shall be held within one month of the receipt by the President of a notice, signed by at least six members of the Executive, calling for such a meeting.
- e) General Meetings or Referenda may be called at any time by the Executive and shall otherwise be called by the Secretary upon the requisition in writing of one hundred (100) members of the Federation stating the purpose for which the meeting or Referendum is required and any meeting or Referendum shall be held within two months of the date of such requisition.
- f) The Secretary shall give at least twenty one (21) days notice to all members of the holding of a General Meeting or Referendum and such notice shall specify the nature of the business to be transacted or poll to be taken.

16 AGM

- a) The AGM will be held in conjunction with the Annual Conference
- b) The AGM will be conducted according to policy and procedure following a mandatory 21 days notice to members
- c) The purpose of the AGM is to be as follows:
 - i) To receive reports and audited balance sheet and statement of accounts for the preceding year
 - ii) To consider and conduct such other business as may properly be brought forward
 - iii) To consider resolutions from members

17 The Annual Conference of the Federation

- a) The NZPF Annual Conference will be organised according to policy and procedure as directed by National Executive
- b) All proposals for hosting future conferences must be submitted to the NZPF National Executive three months prior to any AGM

- c) The venue for future conferences will be approved by AGM on the recommendation of National Executive

This '**Constitution and Rules**' was adopted at the Annual General Meeting of the New Zealand Principals' Federation (Incorporated) held in Dunedin in July 2005, and has been approved and recorded by the Registrar of Incorporated Societies in Auckland.

Printed and Published by Order of the National Executive.

July 2005